

COMPENSATION BOARD DOCKET #20/09

March 26, 2020

Due to the declared State of Emergency and the inability to assemble in person because of the unique characteristics of the COVID-19 virus, the Compensation Board is conducting this meeting electronically. The Compensation Board must meet at this time in order to comply with the requirements of §15.2-1636.8, and is only considering matters that have a direct bearing on the Board's budgeting of funds for FY21 and timely FY20 expense reimbursements to support local governments, including the operations of sheriffs' offices, regional jails and other local constitutional officers.

307-20-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	March 25, 2020 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.		\$0.00	Approved per the Compensation Board's FY20 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico	3/24/2020	Vacancy Savings	Temporary	\$87,394.93	\$87,394.93
183	307	Sussex	3/3/2020	Vacancy Savings	Temporary	\$25,335.74	\$12,667.87
183	307	Sussex	3/3/2020	Vacancy Savings	Office	\$0.00	\$12,667.87
187	307	Warren	3/2/2020	Vacancy Savings	Temporary	\$21,487.15	\$21,487.15
405	307	Albemarle-Charlottesville RJ	3/19/2020	Vacancy Savings	Temporary	\$13,812.94	\$13,812.94
455	307	Western Tidewater Regional Jail	2/28/2020	Vacancy Savings	Office	\$15,215.10	\$15,215.10
465	307	Riverside Regional Jail	3/2/2020	Vacancy Savings	Office	\$575,946.52	\$575,946.52
475	307	Hampton Roads Regional Jail	2/21/2020	Vacancy Savings	Office	\$42,139.28	\$42,139.28
480	307	New River Valley Regional Jail	3/9/2020	Vacancy Savings	Temporary	\$210,376.87	\$200,000.00
480	307	New River Valley Regional Jail	3/9/2020	Vacancy Savings	Office	\$0.00	\$10,376.87
485	307	Blue Ridge Regional Jail	3/20/2020	Temporary	Office	\$182,785.70	\$54,785.00
485	307	Blue Ridge Regional Jail	3/20/2020	Vacancy Savings	Office	\$136,277.00	\$136,277.00
492	307	Southwest Virginia Reg. Jail	2/24/2020	Vacancy Savings	Temporary	\$50,649.06	\$50,649.06
493	307	Middle River Regional Jail	3/18/2020	Vacancy Savings	Temporary	\$13,920.84	\$13,920.84
495	307	Meherrin River Regional Jail	3/23/2020	Vacancy Savings	Office	\$133,092.86	\$133,092.86
496	307	RSW Regional Jail	1/21/2020	Vacancy Savings	Office	\$82,777.34	\$82,777.34
730	307	Petersburg City	3/2/2020	Temporary	Office	\$104,044.00	\$104,044.00
740	307	Portsmouth City	3/11/2020	Vacancy Savings	Temporary	\$77,553.27	\$2,000.00
740	307	Portsmouth City	3/11/2020	Vacancy Savings	Office	\$0.00	\$75,553.27
Total						\$1,772,808.60	\$1,644,807.90

307-20-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MIDDLE RIVER REG. JAIL	SHERIFF	March 17, 2020 - Superintendent requests to transfer Vacancy Savings from the following positions to Temporary Salaries from April 1, 2020 through the remainder of the Fiscal Year. The officer does not intend to fill these positions for the remainder of the Fiscal Year and intends to use these funds for temporary salaries expenses.	\$0.00	Approved per the Compensation Board's FY20 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
493	307	Middle River Regional Jail	3/17/2020	00082	R CKA	Temporary Salaries	\$23,091.00	\$5,772.75	\$5,772.75
493	307	Middle River Regional Jail	3/17/2020	00140	R CKA	Temporary Salaries	\$21,949.00	\$5,487.25	\$5,487.25
493	307	Middle River Regional Jail	3/17/2020	00141	R CKA	Temporary Salaries	\$21,916.00	\$5,479.00	\$5,479.00
493	307	Middle River Regional Jail	3/17/2020	00142	R CKB	Temporary Salaries	\$26,185.00	\$6,546.25	\$6,546.25
493 Total							\$93,141.00	\$23,285.25	\$23,285.25

CLARKE COUNTY	SHERIFF	<p>March 17, 2020 Officer requests the Compensation Board to amend the FY21 budget request submission for the certification of the Master Deputy program.</p> <p>This Sheriff currently participates in the Master Deputy program and inadvertently certified No to the question regarding participation in the Master Deputy Program in error and should have certified Yes. The officer wishes to maintain approval for participation in the program for FY21.</p>	\$0.00	The Compensation Board approved the request of the officer to correct his online submission related to the Master Deputy program in order that full information regarding participants in the Master Deputy program is available for FY21 budgeting.
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SHERIFFS WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>March 18, 2020 The Sheriffs' Workload Audit Committee submits recommended changes to the workload data reported in the FY20 Budget Request in COIN.</p> <p>The Audit Committee reviewed all workload data and contacted those offices requiring verification. The committee members contacted 86 offices regarding workload. 12 Offices submitted changes for Calendar Year 2019 and 1 office requested to change information reported for Calendar Year 2018. All other offices contacted reported that the figures previously submitted in the budget request are accurate.</p>	\$0.00	The Compensation Board concurs with the Sheriffs' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of allocation of positions for FY21 budgets.
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772-20-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMONWEALTH'S ATTORNEYS' CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEY	Staff requests to correct the Dates of Selection for Assistant Attorneys who have been submitted for participation in the Career Prosecutor Program. Officers' staff, who submit the Budget Requests, were not aware of what the correct Dates of Selection should be.	N/A	Compensation Board approved corrections to Dates of Selection as an exception to policy, based upon specific conditions as stated by the Officers and noted by staff. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2019.

FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Selection	Requested in FY	Eligible in FY	Notes
051	Dickenson County	Derrick Yates	00004	ATTI	07/01/19	2020	2021	Date Correction Only
053	Dinwiddie County	Jacqueline Heim	00006	ATTI	N/A	2021	N/A	Entered in error, has not yet achieved criteria
063	Floyd County	Craig Hupp	00003	ATTI	01/31/18	2019	2019	Date Correction Only
079	Greene County	Morgane Zander	00003	ATTI	07/01/19	2020	2021	Date Correction Only
125	Nelson County	Erik Laub	00003	ATTI	01/01/18	2020	2019	Date Correction Only
141	Patrick County	Dayna Bobbitt	00004	ATTI	N/A	2021	N/A	Entered in error, has not yet achieved criteria
165	Rockingham County	Michael Kopp	00015	ATTI	10/19/15	2021	2021	Date Correction Only
175	Southampton County	Caitlin Angel	00004	ATTI	06/24/19	2021	2021	Date Correction Only
590	Danville City	Mark Hicks	00001	ATTI	02/01/18	2017	2019	Date Correction Only
700	Newport News City	Jennifer Williams	00015	ATTI	N/A	2021	N/A	Entered in error, has not yet achieved criteria

COMMONWEALTH'S ATTORNEYS' CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEY	March 26, 2020 Officers request to include the listed Assistant Commonwealth's Attorneys in the FY21 Budget Request as eligible to participate in the Career Prosecutor Program. These listed attorneys were omitted from the budget request screen in error.	N/A	Compensation Board approved inclusion of these Assistant Commonwealth's Attorneys among other attorneys for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2020.
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FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY	Notes
061	Fauquier County	Charles Peters	00004	ATTI	01/01/19	2020	2020	Omitted in Error
085	Hanover County	Mackenzie Babichenko	00015	ATTI	10/5/18	2020	2020	Omitted in Error
770	Roanoke City	David Billingsley	00021	ATTI	06/03/18	2020	2020	Omitted in Error

772-20-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	CONSENT DOCKET	TOTAL COST	COMPENSATION BOARD ACTION
VARIOUS	COMMONWEALTH'S ATTORNEY	March 26, 2020 - Officers request to transfer accumulated Vacancy Savings to the Temporary Salaries and Office Expense budget categories.		\$0.00	Approved per the Compensation Board's FY20 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Positions	To Category	Amount Available	Amount Requested
013	772	Arlington County	3/17/20	Vacancy Savings	Temporary	\$17,310.68	\$17,310.68
		Arlington County Total				\$17,310.68	\$17,310.68
059	772	Fairfax County	3/10/20	Vacancy Savings	Temporary	\$26,997.87	\$26,997.87
		Fairfax County Total				\$26,997.87	\$26,997.87
077	772	Grayson County	3/18/20	Vacancy Savings	Temporary	\$29,072.58	\$5,000.00
077	772	Grayson County	3/18/20	Vacancy Savings	Office Expenses		\$24,000.00
		Grayson County Total				\$29,072.58	\$29,000.00

ALLEGHANY COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 2, 2020 Officer requests to transfer Vacancy Savings in the amount of \$2798.98 to equipment to fund the following equipment items.</p> <p>The County of Allegany agrees to fund the difference between the total cost and the stressed cost of the equipment.</p> <p>Officer states, all items do meet the Compensation Board minimum criteria for PCs. Officer further states she understands that reimbursement for approved funds must be claimed for reimbursement no later than the May payroll and expense reimbursement process.</p>		\$0.00	<p>Approved per the Compensation Board's FY20 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2020 payroll and expense reimbursement request.</p>
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FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
005	Alleghany County	Printer	1	\$422.98	\$422.98	1	\$422.98	\$422.98	\$327.94
005	Alleghany County	DVD-ROM	2	\$499.00	\$998.00	2	\$499.00	\$998.00	\$773.75
005	Alleghany County	Laptop	2	\$689.00	\$1,378.00	2	\$689.00	\$1,378.00	\$1,068.36
	Alleghany County Total				\$2,798.98			\$2,798.98	\$2,170.05

772-20-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	<p>Officers request an exception to the Substitute Prosecutor 60-day reimbursement policy. Expenses for travel for the cases below were received by the Compensation Board after the 60-day reimbursement period.</p> <p>Staff notes it is necessary to consider this action at this time as these expenses represent personal travel expense reimbursements to the noted prosecutors.</p>	\$671.75	Approved as an exception to policy, based upon the specific conditions stated by the officers.

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
003	772	Albemarle County	J. Haislip	2/21/2019	Fernando Enrique Garay	28.42
169	772	Scott County	C. Slemph	3/7/2019-6/6/19	Elizabeth Jones	189.66
169	772	Scott County	D. Fast	7/25/2019	Haley Ashell Blankenbecler	49.30
139	772	Page County	V. Jensen	11/13-11/20/19	Jessica Good	189.66
139	772	Page County	A. Goff	7/11/2019	Haley Ashell Blankenbecler	25.87
139	772	Page County	M. Parker	10/17/2019	Faris Hamarneh	37.24
710	772	Norfolk	K. Aicher	3/27, 4/4, 6/26/2019	Shawn Donte Michell	55.68
710	772	Norfolk	M. Lang	8/28/2019	Marquetta Jane Kauffman	18.56
710	772	Norfolk	M. Lang	9/10/2019	Keisherra Tenae Diamone Edmonds	18.56
710	772	Norfolk	M. Lang	9/3/2019	Kierra Chanise King	18.56
710	772	Norfolk	B. Wroblewski	11/20/2019	Matthew Charles Bass	22.77
710	772	Norfolk	P. Powers	10/23/2019	Jerome John Fronefield	17.47
		Total				\$671.75

DINWIDDIE COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 26, 2020 - Officer requests to transfer turnover savings in the amount of \$1,870.92 to base office expense funding. Officer states the turnover was created and cannot be used in other positions due to the limitations prescribed in the pay factors.</p> <p>Staff notes it is necessary to consider this action at this time as it will impact base budget funding established for FY21.</p>	\$0.00	Approved per the Compensation Board's FY20 Budget Priorities and Policies. This is a base budget transfer.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
053	775	Dinwiddie County	3/19/20	Turnover	Office Expense	1,870.92	\$1,871

773-20-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' WORKLOAD AUDIT, COMPENSATION AND STAFFING COMMITTEE	CIRCUIT COURT CLERK	<p>March 9, 2020 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY21 Budget Request.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by email and asked them to examine the accuracy of reported data and provide a brief explanation (if known) for workload variances of fifty percent or greater from data reported in prior years. Seventy Three (73) offices were contacted, Sixty Eight (68) Clerks responded, and Twelve (12) clerks sent corrections, none of which had a correction to a previous year's workload data.</p> <p>The Audit Committee additionally noted the workload definitions were last revised 03/27/13 and staffing methodology appear to have been last revised circa 2006 and therefore the committee has suggested a review of the workload definitions and the staffing methodology associated with them.</p>		N/A	<p>The Compensation Board concurs with the Clerks' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY21 budgets.</p> <p>The Compensation Board deferred action on the Audit Committee's request for review of workload definitions and staffing methodology until such time as the Board is able to assemble in person, as the Board is only considering matters that have a direct bearing on budgeting for FY21 and locality reimbursements in FY20 during the electronic meeting.</p>

**773-20-09: CIRCUIT COURT CLERKS
NEW BUSINESS:**

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>March 20, 2020 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Career Development Program audits.</p> <p>The following officers have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Carroll County • Dickenson County • Henrico County • King and Queen County • Mecklenburg County <p>Staff notes that the Circuit Court Clerks' Career Development Audit Committee recommends the following amendment the Circuit Court Clerk's Career Development program. Amendment appears in <i>bold italic</i>.</p> <p>• <i>Financial Management.</i> <i>the most recent audit by the Auditor of Public Accounts or of a CPA firm engaged to complete the fiscal year audit of the locality's Circuit Court Clerk pursuant to §15.2-2511 of the Code of Virginia reported no findings of material weakness under direction of the Clerk during the Clerk's term of office or internal control shortcomings in the prior year's report during the Clerk's term of office that are repeated in the current audit report. A repeat finding is defined as a finding that was identified in the previous independent audit for which a corrective action has not been completed as planned. The Clerk must have two consecutive audits with both audits being completely within the Clerk's term of office.</i></p> <p>Comment: This amendment addresses the difference between "repeat" and "recurring" findings: Repeat findings result from the breakdown of a management system or control, whereas recurring findings are mostly isolated occurrences that can happen in the best of programs. It is important for purposes of Career Development that certified Clerks be penalized for willful and knowing violations and are not punished or sanctioned by the repeat classification when the controlling system is otherwise fully implemented and effective.</p>	\$0.00	<p>The Compensation Board thanks the Circuit Court Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of corresponding salary increases will be determined in conjunction with the FY21 budget allocation packages by May 1, 2020.</p> <p>The Compensation Board deferred action on the Audit Committee's recommended amendment to the program until such time as the Board is able to assemble in person, as the Board is only considering matters that have a direct bearing on budgeting for FY21 and locality reimbursements in FY20 during the electronic meeting.</p>

773-20-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>March 20, 2020 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Deputy Clerks' Career Development Program audits.</p> <p>The following offices have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Augusta County • Campbell County • Carroll County • Dickenson County • Dinwiddie County • James City County • Loudoun County • Pulaski County • Smyth County • Radford City • Staunton City • Virginia Beach City <p>Staff notes that the Circuit Court Clerks' Career Development Audit Committee recommends the following amendments to the Deputy Clerks Career Development Program. Amendment appears in <i>bold italic</i>.</p> <ul style="list-style-type: none"> • <i>Minimum Length of Service.</i> <i>The minimum length of service necessary to be considered for selection is three (3) years as a Deputy Clerk or comparable service with at least two years of continuous current service in the office in which appointment is sought.</i> Comment: This acknowledged the mobility of the modern workforce and the portability of deputy clerk work skills. The Committee recognizes the value of hiring experienced deputy clerks from other clerk's offices and believes these employees should not be required to wait three years for eligibility to enter the Career Development Program (like a new hire with no previous experience). The requested two-year period is compatible with the <u>Job Performance</u> requirements for candidates: The deputy shall not be considered for selection if any job performance objective in the <u>two most recent rating periods</u> has been noted below average or below satisfactory performance. 	N/A	<p>The Compensation Board thanks the Circuit Court Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of corresponding salary increases will be determined in conjunction with the FY21 budget allocation packages by May 1, 2020.</p> <p>The Compensation Board deferred action on the Audit Committee's recommended amendment to the program until such time as the Board is able to assemble in person, as the Board is only considering matters that have a direct bearing on budgeting for FY21 and locality reimbursements in FY20 during the electronic meeting.</p>

771-20-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONERS OF THE REVENUE	<p>March 13, 2020 The Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY21 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 108 Commissioners' offices appearing to have workload data discrepancies; all 108 offices responded with verifications and/or corrected workload data, which included 35 change requests for Calendar Year 2019 and 2 change requests for Calendar Year 2018, and 1 change request for Calendar Year 2017.</p>		\$0.00	The Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY21 budgets.
VARIOUS	COMMISSIONERS OF THE REVENUE	<p>February 24, 2020 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY21 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program for the first time this year.</p>		\$0.00	Compensation Board approved inclusion of these deputies among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2020.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
710	771	Norfolk City	2/24/2020	Stephanie Bristow	00023	CDI
710	771	Norfolk City	2/24/2020	Blair Simpson	00032	CDI
710	771	Norfolk City	2/24/2020	Charles Stanton	00033	CDIII
710	771	Norfolk City	2/24/2020	Walter Williams	00028	DII
093	771	Isle of Wight	3/18/2020	Meagan Doggett	00004	DI

VARIOUS	COMMISSIONERS OF THE REVENUE	<p>February 20, 2020 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY21 Budget Request. They are currently receiving the increase and are applying for recertification and request to maintain the increase and Master Deputy status.</p>		\$0.00	Compensation Board approved inclusion of these deputies among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2020.
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FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
093	771	Isle of Wight	3/18/2020	Robert Mislan	00003	MCDI
540	771	Charlottesville City	2/24/2020	Betty Graham	00008	MCDI

774-20-09: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURERS WORKLOAD AUDIT COMMITTEE	TREASURERS	<p>March 17, 2020 The Treasurers Workload Audit Committee submits recommended changes to workload data submitted in the FY21 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 120 Treasurers' offices appearing to have workload data discrepancies; 114 offices responded with verifications and/or corrected workload data, which included 51 change requests for Calendar Year 2019, 12 change requests for Calendar Year 2018, and 1 change request for Calendar Year 2017. 6 offices did not respond.</p>	\$0.00	The Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY21 budgets.
ROANOKE COUNTY	TREASURER	<p>February 18, 2020 Officer requests Board approval to transfer the Career Development funded deputy in position 00007, MDII, currently budgeted at a base salary of \$457 and a CDP salary of \$500 to position 00004, DII, with a base salary of \$26,185 and a CDP salary of \$28,620 effective March 1, 2020, resulting in an added cost for the Career Development Program funding and an increase in the total budget in this office.</p> <p>Officer certifies he has obtained concurrence from his local governing body to fund the locality's share of the increase.</p>	<p>\$2,393 (\$797.67 Pro-rated) (\$398.83 reimbursed)</p>	Approved as requested.

FIPS	Office	Locality	Request Date	From Position	From Class	To Position	To Class	Current Base Salary	Current CDP Salary	New Base Salary	New CDP Salary	Additional CDP Amount Requested	Pro-Rated for FY20	Reimbursable Amount of CDP for FY20
161	774	Roanoke County	2/18/2020	00007	MDII	00004	MDII	\$457	\$500	\$26,185	\$28,620	\$2,393	\$797.67	\$398.83

774-20-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	TREASURERS	February 19, 2020 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration of the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY21 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program.		\$0.00	Compensation Board approved inclusion of these deputies among other deputies for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2020.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
143	774	Pittsylvania County	2/19/2020	Carolyn Myler	00001	DIII
085	774	Hanover County	2/19/2020	Darlene Dankos	00007	CDII
127	774	New Kent County	2/19/2020	Artina Braxton	00001	DIII
800	774	Suffolk City	2/19/2020	Peggy Poole	00011	FA
710	774	Norfolk City	2/19/2020	Cheryl Edwards	00028	CDI
710	774	Norfolk City	2/19/2020	Toye Coker	00032	DIV
810	774	Virginia Beach City	2/21/2020	Laure Simpson	00035	DIII

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	FY21 DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents FY21 preliminary draft budget allocations, pending legislative budget action.	N/A	Noted.

FOR YOUR INFORMATION

NONE.

CLOSED MEETING
COMPENSATION BOARD DOCKET #20/09
March 26, 2020

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

Public Body: Compensation Board
Date: March 26, 2020
Time: 10:00 a.m.
Location: Compensation Board Electronic Meeting by Conference Call
+1 786-886-2281 PIN: 317 901 545#
Members: Tyrone Nelson, Chairman (present)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)

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